



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2010-18

June 4, 2010

Open To: All Interested persons
Position: NEPA Clerk FSN-805-06
Opening Date: Immediate
Closing Date: June 21, 2010
Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of NEPA Clerk (FSN-6).

BASIC FUNCTION OF POSITION:

Responsible for maintaining accurate databases in WEBNEPA and WEBEXP. Works closely with Property MGT, Supply, Procurement, and Receiving Section to ensure that all USG property is accounted for and in correct location for inventory purposes. Physically participates in all inventories.

MAJOR DUTIES AND RESPONSIBILITIES

- Non-Expendables Property Application (NEPA/PASS) – Manages and maintains the NEPA system for all data entries and reports for all U.S. Government agencies at the Embassy's non-expendable property. This includes residential inventories, annual inventories for all agencies, data entries from receiving reports, disposal reports, and capitalized property reports. Prepares a multitude of reports as requested by the Property MGT Analyst, which are used for property management purposes.
- Expendable Supply Inventory Application – Manages our supply inventory system and does the data entries into the inventory system.
- Miscellaneous Duties – Backs-up Property Management Analyst and performs other related duties from time to time as assigned.

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education - 2 years of university studies in Literature, Economics, Law, Property Management or Storekeeping is required.

Prior Work Experience - Two years of experience in property/supply management or store keeping is required. Accounting software; data entry.

Language Proficiency - Ability to speak and read English Level III, Kirundi and French at Level IV and Swahili at Level II is required.

Knowledge – Excellent working knowledge and understanding of current store management regulations and guidelines relevant to storage, supply, stock control software, inventory taking and disposal is required.

Skills and Abilities - Level III typing ability, must possess an excellent attention to details.

POSITION ELEMENTS

Supervision Received- Property Management Analyst

Available Guidelines - 14 FAH and 6 FAM

Exercise of Judgment - Incumbent can exercise judgment while following 14 FAH and direct orders.

Nature, Level and Purpose of Contacts - U.S. Direct Hire and Locally engaged permanent employees. Supervision Exercised - None

Time Required to Perform Full Range of Duties after Entry into the Position – 52 weeks.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: June 21, 2010 at 5:30 pm.

SUBMIT APPLICATION TO:
Human Resources Office
American Embassy Bujumbura
Avenue des Etats-Unis
B.P 1720 Bujumbura
Ref.: Position Title

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
 - A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (OR, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

- EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.